



2005-2015 Capital Plan Instructions Table of Contents

Submittal Dates and Contacts	1
Submittal Dates	1
Office of Financial Management Capital Budget Staff Contacts	1
Other Contacts	2
Section 1: Summary of the Capital Planning Process.....	3
1.1 The strategic framework for budget decisions	3
1.2 What is a Capital Project?	5
1.3 The Basic Framework of the Ten-Year Capital Program	6
1.4 The Ten-Year Capital Plan Submittal	8
Section 2: The Capital Project Request.....	13
2.1 Requirements Differ for Different Types of Projects.....	13
2.2 Major Capital Projects.....	13
2.3 Individual Projects Under \$5 Million.....	17
2.4 Minor Works Projects	18
2.5 Grants, Special Projects, and Acquisition	19
2.6 Alternate Financed Projects	20
2.7 How OFM will Evaluate Project Requests	21
Section 3: Using the Capital Budgeting System and C100	23
3.1 Using the Capital Budgeting System	23
3.2 Completing Form C100	29
Section 4: Financing Guidelines.....	31
4.1 Methods of Financing.....	31
4.2 Allowable Uses of Long-Term Financing.....	32
4.3 Equipment	37
Section 5: Agency Administrative and Staffing Costs	41
5.1 Administrative Cost Standards	41
5.2 Capital Budget FTE Summary	45
Section 6: Capital Savings	47
6.1 Capital Savings.....	47

Table of Contents

Section 7: Capital Expenditures.....	49
7.1 Reappropriations	49
7.2 Lapsing Appropriations.....	50
Section 8: Bond Fund Cash Flow Estimates	51
Section 9: Guidelines for Expected Use of Bond and COP Proceeds	53
9.1 Background	53
Section 10: Certificates of Participation.....	57
Section 11: Deferred Maintenance Backlog Reduction Plans For Capital Preservation Projects	59
11.1 Maintenance Backlog Reduction Plans.....	59
11.2 Action Plan.....	60
11.3 Implementation Strategy	61
11.4 Integration with Operating Budget Maintenance Program	61
Section 12: Other Budget Considerations and Requirements	63
12.1 Other Considerations.....	63
Glossary of Terms	67
Appendices	77
Appendix A Project Request Report	77
Appendix B Guidelines for Determining Architect/Engineer Fees for Public Works Building Projects	89
Appendix C Guidelines for Preparing Capital Project Cost Estimates (Form C100)	105
Appendix D Examples of Forms	119